



CJIS Board Meeting

Thursday, November 11, 2010 1:30 PM – 3:30 PM

Fort Totten Room – State Capitol, Bismarck, ND

Attendees: Russ Buchholz, Glenn Ellingsberg, Bob Gordon, Jerry Kemmet, Dave Kleppe, Kara Schmitz Olson, Chuck Placek, Mike Ressler, Lyle Ripplinger, Pam Schafer, Cher Thomas, Thomas L. Trenbeath, Amy Vorachek, Greg Wilz, Keith Witt

1. Approve Meeting Agenda

Chuck Placek asks for a motion to approve the agenda. Tom Trenbeath makes a motion to approve the agenda, Keith Witt seconds the motion. No one opposes.

2. Approve Meeting Minutes

Chuck asks for a motion to approve the minutes. Keith makes a motion to approve the minutes, Jerry Kemmet seconds the motion. No one opposes.

3. Introduce New CJIS Employee

- a. Bob Gordon started November 1st and previously working with the City of Mandan as a Patrol Officer and IT Systems Analyst, which included working with the Mandan Police Department.

4. CJIS Board Change

- a. Jerry is retiring December 31, 2010.
- b. The position is being advertised internally and planning on starting interviews the week after Thanksgiving.

5. Game and Fish Interface Proposal

- a. The CJIS Board reviewed the proposal.
- b. At September Board meeting, Bob Timian spoke on sharing records with the CJIS Portal. Through this, Glen Ellingsberg worked with Randy Meissner on data fields with Hunting and Fishing licenses.
- c. ITD returned a cost estimate of \$28,590 and requests agency to budget \$31,449 to perform project efforts due to potential scope changes.
- d. Pam requests approval of the committee to move forward with this project. Glen makes a motion to approve. Keith seconds the motion.

Discussions:

- No additional fees should need to be paid.
- The query would give you a view similar to the lottery system.

Tom requests a roll call. No one opposed. Motion carried.

6. Dickinson/Stark Interface Proposal

- a. The CJIS Board reviewed the proposal.

- b. Stark County Sheriff's Office has displayed interest in using the LERMS (NetRms) product where an existing interface exists with the CJIS Portal but the Dickinson Police was not interested in LERMS or at least not until the new RMS that is being pursued jointly by State Radio and CJIS is available.
- c. The CJIS cost for interfacing with Archonix is \$12,000 for the vendor fees and \$6,000 for ITD fees.
- d. Pam suggests moving forward with interface and requests the committees' approval. Keith makes a motion to approve moving forward with the amount of \$18,000. Tom seconds the motion. 9 approved, 1 opposed. Motion carried.

7. E-Citation Project Proposal

- a. The CJIS Board reviewed the proposal.
- b. There is an experienced CJIS developer available in January and Pam requests the CJIS Board to authorize the project to start this biennium; 6 months prior to the next biennium.
- c. Funds would be available from unspent carryover funds.
- d. It was suggested that the CJIS Board talk to a budget analyst to see if use of carryover funds are allowed for a project this size without budget approval. The consensus was unless eCitations was specified in carryover funds it should not be pursued this biennium.
- e. Greg makes a motion to seek carryover authority for the funds for the eCitation in the next biennium. Greg withdraws the motion.
- f. The CJIS Board decided to wait until 2011-2013 biennium for budget approval.

8. CJIS Portal Survey

- a. The CJIS Board reviewed the survey.
- b. The survey will be sent to existing CJIS Portal users.
- c. Revisions:
 - Take out the question on page 3.
 - "Items" on page 4 should be singular.
- d. Discussion arose as to sending out two surveys; users and non-users. Pam will update the surveys and add additional questions to the non-user survey.
- e. Chuck asked for a motion to approve the survey. Tom made a motion to approve the submittal of the survey to the portal users and non-users with the discussed modifications. No one opposed. Motion carried.

9. RMS Sub-Committee Report

- a. The sub-committee reviewed the MOU. Mike Lynk will forward to group when completed as State Radio's attorney was working on.

10. CJIS Portal Access – authorized disclosure of information.

- a. The Office of Attorney General Representative, Ken Sorenson, discussed disclosure of CJIS information. The matter came up because of a complaint from defense attorneys about disclosure of CJIS information to victims' advocates. Defense attorneys can get criminal history, including CJIS information, except generally not driver's license information, if requested as part of Rule 16 discovery from the state's attorneys. Rule 16 disclosure is the big one, and Portal users can disclose, or share, as authorized by CJIS

Board policy. We need to be very careful who has access. Pam stated that an email was sent to Portal users to revisit their agreement. Approvals are case by case.

- b. Ken stated the CJIS Portal Access Agreement that is presently used was sound and complies with the law.
- c. The CJIS Board would like to have an email sent to CJIS Portal Users to revisit the agreement. Pam will prepare and have Ken review. This should be sent out yearly via newsletter and email.

11. CJIS Program Status

- a. Pam reported on the CJIS Program Status:
<http://www.nd.gov/cjis/status/docs/2010/2010-10.pdf>
- b. Statistics
<http://www.nd.gov/cjis/portal/docs/2010/10Q3.pdf>
- c. Marketing Plan
 - Discussed the Marketing Plan
 - Board would like to take time to review
 - Change “State Radio is a threat” to “Challenges”
 - Revise the wording on Page 21 and 25.
 - Board will review and email Pam comments by December 15th.

12. Current Projects

- a. State’s Attorney
 - Working on the Justware 5.x upgrade.
- b. Attorney General
 - In preliminary stages on criminal history records and concealed weapons in the acceptance of credit cards for payment.
 - Working on BCI’s case management system and will be going live beginning January.
 - Testing a process (CAS) that allows users of the Portal to pass through systems without multiple logins.
- c. DOCR
 - DOCR is working with DHS Child Support to expand audience to Tap Mangers to view authorized child support information.
 - Agency is still working on commissary.
 - Working on a case management system.
- d. ND Highway Patrol
 - System development updates.
 - Credit card feature is finished so troops can collect fees from permits.
- e. DOT
 - The tower by Wales should be up by the end of the next year.

13. Next Meeting January 20, 2011 **(TBD)** in the BCI Main Conference Room

14. Adjourn – Chuck Placek adjourned the meeting at 3:20pm.